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Article for SUPPORT BULLETIN

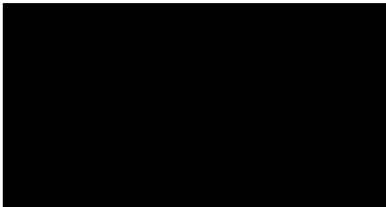
Filing Equipment and Supplies

DOES YOUR OFFICE SUFFER FROM CLAUSTOPHOBIA?

If you are experiencing that cramped office feeling, or trying to make room for an additional desk, call your Records Administration Officer for help.

In the past several years Manufacturers of filing equipment have developed new systems and equipment that provide much greater filing capacities, substantially reduce floor space requirements and increase the speed of filing and retrieving of records.

The Records Administration Staff keeps abreast of the latest developments in the filing equipment field that include "shelf files", "scan files", "mechanized files", "compacting track type file", "roll-out files", "Conserv-A-File V", "motorized shelving", and several other exotic types. Many of these will reduce floor space requirements from 35 to 66 2/3% of your floor space allocated for filing equipment.



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